

**Minutes for Public Council Meeting No. 72**  
**Thursday 24 March 2016**  
**PSI House, Fenian Street, Dublin 2**

The Public session of the 72<sup>nd</sup> meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 commenced at 8.45am on Thursday 24 March, 2016 at PSI House, Fenian Street, Dublin 2.

**Present:** Dr Ann Frankish, President, Ms Caroline McGrath, Vice-President, Mr Hugo Bonar, Ms Mary Rose Burke, Ms Nicola Cantwell, Mr Richard Collis, Mr Fintan Foy, Dr Paul Gorecki, Ms Joanne Kissane, Mr Graham Knowles, Ms Deirdre Larkin, Dr Chantelle Macnamara, Mr Shane McCarthy, Ms Muireann Ni Shuilleabhain, Mr Rory O'Donnell, Ms Ann Sheehan and Mr Paul Turpin.

**PSI Staff:** Ms Damhnait Gaughan, Acting Registrar/CEO, Mr John Bryan, Ms Roisin Cunniffe, Dr Lorraine Horgan, Dr Cheryl Stokes, Mr Tim Hanrahan (for part), Ms Caroline Hogg (for part), Ms Ruth McDonnell (for part), Ms Eileen Troy (for part), Ms Zoe Richardson (for part), Ms Aoife Mellett (for part), Ms Cora O'Connell (for part), Ms Veronica Treacy (for part) and Ms Muireann McKeown.

**Public Gallery:**

The President welcomed the attendees in the public gallery.

On behalf of the Council and Executive, the President welcomed newly appointed Council member, Ms Mary Rose Burke, to her first Council meeting.

**1 Apologies**

Apologies had been received from Mr Pat O'Dowd, Prof Kieran Murphy and Mr Edward MacManus. In addition, Prof Sheila Ryder and Ms Deirdre Larkin had advised in advance that they would not be able to attend for the entire day. Prof Sheila Ryder was not present for the public session of the Council meeting.

**2 Declaration of Interests**

Under item 2 of the Council Agenda, the President drew Council members' attention to their obligations under paragraph 9 of Schedule 1 to the Pharmacy Act 2007, which deals with the necessary disclosure of certain interests by members of the Council. Those requirements are also reflected in the Code of Conduct adopted for Council members which requires that Council members "*be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration*







information. The A&F Committee at its meeting on 9 February and 4 March reviewed the Preliminary PSI Registration Fee Review Report on the financial position of the PSI for 2015 and reviewed the projected outturns for the financial years 2016 and 2017. The Committee noted that the PSI was projecting operating in deficit positions for both the 2016 and 2017 financial years. Based on its consideration of these matters, the A&F Committee agreed that there be no change to registration fees for 2017 and, furthermore, that no comprehensive fee review be undertaken at this time. The Committee agreed that a comprehensive fee review should be initiated later in 2016 for the purpose of considering the level of registration fees for 2018, in light of, *inter alia*, the new Corporate Strategy and clarification regarding future IOP services and expenditure requirements, and recommended no change in registration fees for 2017. The Committee requested that this position be noted by the Council in line with the process put in place by the Council at its 25 June 2015 meeting.

Mr McCarthy advised the Council that the Committee had regard to the fee-setting methodology and the basis of expenditure. He said that proactive steps are being taken to contain particular consultancy and legal fees and mentioned the Executive's ongoing efforts to reduce costs.

Following a discussion regarding communicating the basis and structure of registrants' fees to the registrants, the President advised that the Executive will look at this as it is important that registrants are aware of how and why fees are set at particular levels.

## **9 Report of the Audit Committee**

Dr Cheryl Stokes addressed the Council. The Council had been circulated with the Report from the Audit Committee for noting. The Audit Committee considered one Internal Audit Report, which incorporated a ranking system for the level of assurance, on Registration of Pharmacists and Retail Pharmacy Businesses. Overall, the Committee is satisfied with the Internal Auditors' report and the follow-on actions of management and has no major concerns to report to Council. The Committee considered the draft Annual Financial Statements for 2015 and met with the External Auditor. The Committee considered the draft financial statements to be complete, consistent with information known to the Committee and reflect appropriate accounting standards. The Committee is satisfied with the findings from the External Auditor identified in the External Management letter and management's response.

The Committee reviewed the IPA's Risk Management Review Report and commended a number of follow-on actions, which are currently being implemented by the Executive.

The Committee recommends the 2015 Annual Report and the Report of the Audit Committee, contained therein and the 2015 Financial Statements to the Council for approval.

## **10 2015 Annual Report**

The President addressed the Council. The Council had been circulated with a memo and the draft 2015 Annual Report. The 2015 Annual Report and 2015 Financial Statements (provided under agenda item 6), had been prepared in accordance with paragraph 17(1) of Schedule 1 to the Pharmacy Act 2007 for presentation to the Minister for Health by 31 March 2016 and to be subsequently laid before the Houses of the Oireachtas.





## **b) Appointments to the Advisory Committees**

The President addressed the Council. At the Council meeting on 2 October 2014, the Council approved the updated Procedure for Appointment to Advisory Committees and a Competency Framework for Advisory Committee members. The President advised that in line with the approved appointments process, each individual listed below is eligible for reappointment and their competency is still required on the Committee. The Council had been circulated with a memo regarding the proposed reappointments to the Advisory Committees, which included a brief biography of each individual.

The President, Acting Registrar and Chair of each of the respective Advisory Committee's recommends to Council their reappointments.

### **Decision**

### **The Council approved the following reappointments:**

- Dr P Gorecki to the Inspection and Enforcement and the Pharmacy Practice Development Committees
- Ms Rita O'Brien to the Registration and Qualification Recognition Committee
- Ms Deirdre Larkin to the Administration and Finance Committee

**on the proposal of Ms J Kissane and seconded by Ms M Ni Shuilleabhain.**

## **13 Risk Register and Risk Management**

Dr C Stokes addressed the Council. The Council had been circulated with a cover memo, the Corporate Risk Register, the Revised Risk Management Policy and a Report of the High Level Assurance Framework for approval.

As required by the Code of Practice for the Governance of State Bodies, 'an external review of the effectiveness of the risk management framework should be carried out on a period basis'. Following a mini-tender, the Institute of Public Administration (IPA) was appointed to assist the PSI in reviewing the effectiveness of its management framework and enhancing its risk management procedures. Following, Council's adoption of the Report on the review at its meeting on 3 December, the Executive commenced the implementation of the recommendations from the report.

### **a) Corporate Risk Register**

As part of the risk workshops undertaken by the IPA, a Corporate Risk Register and Unit Risk Registers were created. The role of the Audit Committee and Council is to appraise the Corporate risk Register and assess whether it is fit for purpose. The Audit Committee reviewed the Corporate Risk Register at its meeting on 15 March 2016 and recommended to Council its adoption.

### **b) Revised Risk Management Policy and Guidelines**

As part of the project, the IPA carried out a review of the PSI's risk management policy and guidelines and made recommendations as to how they could be improved and enhanced.

The Executive amended the policy and guidelines, incorporating additional requirements as provided for in the Draft Code of Practice for the Governance of State Bodies and the risk management guidance issued by the Department of Public Expenditure and Reform. The revised policy and guidelines account for the development of a Corporate Register and separate Unit Registers, define the role and responsibilities of the constituent parts of the risk management system, expand on the PSI's risk management appetite and propose how risk will be managed in the organisation and underpinned by reporting structures.

c) **Report of the High Level Assurance Framework conducted by the IPA**

As provided in the tender, the IPA undertook to provide an assurance framework for the PSI in order to demonstrate the benefits of an embedded risk management system in supporting the assurance process within the PSI. The report provides key assurance definitions and explanations and sets out a high level assurance map, for the corporate risks identified as part of the risk management review.

Council discussed the documents and recommended that although all of the risks on the Corporate Risk Register that SMT should record the scoring against each of the risks. The Executive agreed to consider this recommendation.

With the Council's approval, the President proposed that all three items for approval be taken together.

**Decision**

**The Council approved the following documents**

- **The Risk Management Policy and Guidelines**
- **The Corporate Risk Register**
- **The High Level Assurance Framework**

**on the proposal of Mr G Knowles and seconded by Mr S McCarthy.**

**14 Patient Charter**

Dr Stokes addressed the Council. The Council had been circulated with a cover memo and the Patient Charter for approval. The aim of the Patient Charter is to inform patients about what they can expect in their interaction with a pharmacist or pharmacy and highlight the role of pharmacists as medicines experts, empower patients to actively look after their own health, influence the quality of care provided by pharmacists and services provided in pharmacies and raise awareness of the PSI as the pharmacy regulator.

Following input of a subgroup of Council and a cross-organisation pharmacist and non-pharmacist viewpoints and a review by the National Adult Literacy Agency the draft Patient Charter was issued for public consultation on 2 December for a three week period. 88 responses to the consultation were received, reviewed internally and changes to the Charter were made. The consultation report which contains comments and suggestions received on the Patient Charter during the public consultation, the PSI's response to those and the rationale for any changes had also been circulated to the Council. Following agreement of the Council, the final version will be issued to the National











## **26 Future Pharmacy Practice Project – Progress Update**

Ms V Treacy addressed the Council and gave an overview, by means of a presentation, of the key updates and significant points of note for Council.

The aim of the Future Pharmacy Practice Project is to explore how pharmacy practice in Ireland can most valuably contribute to the health and wellbeing of patients in our evolving healthcare system and environment. Ms Treacy provided an overview of the key milestones in this project from the Council's initial budgetary approval to commence the project in June 2015 to date. She advised that the research phase is now complete and that a cost effectiveness analysis covering three agreed areas will be carried out and presented to the Steering Group in April 2016 and the Council in May in addition to the final report.

Ms Treacy outlined details of the national and international Review which included pharmacy practice the US, UK, Netherlands, Canada, New Zealand and Australia. She outlined the key developments that are taking place in these countries and jurisdictions. She also provided the Council with information on the draft report how it address the role pharmacy can play in the future to meet patients' and health system needs.

The President thanked Ms Treacy for the updates.

## **27 Report of the Registration and Qualification Recognition Committee**

Apologies had been received from Mr P O'Dowd, Chair of the Registration and Qualification (RQR) Committee and Ms Gaughan, Acting Registrar and Head of Education and Recognition addressed the Council to deliver the report of the RQR Committee. She outlined the contents of the report and in particular provided the Council with information on the Principles for Sending an "Alert" through the International Market Information System (IMI) which is presented under agenda item 28 for noting. She also provided the Council with an update on the provisions of the EPC and advised that the consultation in respect of the proposed rules under Section 30(2) of the Pharmacy Act 2007 regarding temporary absence has closed and that it is hoped that this issue will be reconsidered by the Council at its meeting in May.

## **28 Principles for Sending an "Alert" through the Internal Market Information System (IMI)**

Ms Gaughan addressed the Council regarding this agenda item for noting. The Council as the Competent Authority for pharmacists, is required to inform competent authorities of other Member States when a pharmacist has been restricted or prohibited from practising his/her profession.

The Council had been circulated with a memo which outlined the legislative context, the background to the Alert Mechanisms, The Alliance of UK Health Regulators on Europe's Principles for sending an alert and relevant extracts from legislation. The memo also included an indicative table which will form the basis by which the PSI will disseminate "alerts" as appropriate and in line with its obligations deriving from EU membership and the applicable legislation in place which was considered by the RQR Committee at its meeting on 16 February 2016

Ms Gaughan outlined some examples reference Part 6 of the Pharmacy Act 2007 which would merit an alert being sent and some examples reference Registration (administration of) that would not merit an alter being sent.

The Council unanimously agreed to the principles on which the PSI will operate alters through the IMI System.

### **29 Report of the Chairpersons Committee**

The President addressed the Council to deliver the report of the Chairpersons Committee. The Council had been circulated with the Report. She outlined the contents of the report and in particular she advised the Council, that the Chairpersons Committee at its meeting on 8 March 2015 agreed that the Committee be reconstituted as a Chairpersons Forum, which would meet at a minimum three times per annum, rather than an Advisory Committee constituted under the Pharmacy Act. She advised the Council that the key element of this is that as no decisions will be taken at the meeting that a quorum does not have to be present.

The Council unanimously agreed that the Chairpersons Committee be reconstituted as a Chairpersons Forum rather than an Advisory Committee constituted under the Pharmacy Act.

### **30 Council Members' Time**

The President advised that no notifications had been received from the Council.

**The meeting ended at 11.30am**

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**President**

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**Date**